

# **PUD Development Plan Checklist**

## *City of Franklin Department of Planning and Sustainability*

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1. Applicants shall contact the Planning Department to schedule a Plan Meeting and/or Pre-application Conference. Applicants will be advised of the details of the review procedures and the number of sets of the plans to be submitted to the Planning Department. It shall be the responsibility of the Applicant to become familiar with the regulations, policies, and procedures of the City. At the Plan Meeting/ Preapplication Conference, the Applicant shall designate one (1) contact person to work with the City for the duration of the project. **THIS SHALL BE THE PERSON RESPONSIBLE FOR THE QUALITY AND ACCURACY OF THE PLANS.**
  
2. Contact the Franklin Department of Planning and Sustainability:  
PO Box 305 Franklin, TN 37065-0305 Telephone: (615) 791-3212  
Micah Wood, Planning Supervisor (615) 550-6732  
Emily Hunter, City Planner (615) 550-6739  
Donald Anthony, City Planner (615) 550-6734  
Jonathan Langley, Planning Supervisor (615) 550-6977
  
3. Contact the Franklin Engineering Department: Telephone: (615) 791-3218  
Dan Allen, Assistant Director of Engineering (615) 550-6675  
Tom Ingram, Engineering Supervisor (615) 550-6666  
Carl Baughman, Traffic Engineer (615) 550-6663  
Crystal Piper, Stormwater Coordinator (615) 550-6670
  
4. **DEVELOPMENT PLANS, WHICH DO NOT INCLUDE STORMWATER MANAGEMENT REGULATING PLANS, TREE PRESERVATION PLANS, OR ANY OTHER ITEM OR PLANS SPECIFIED AS REQUIRED DURING THE PREAPPLICATION CONFERENCE, SHALL NOT BE ACCEPTED FOR REVIEW.**

**PLANS WHICH ARE NOT SEALED, SIGNED AND DATED AS REQUIRED BY STATE LAW AND BY CITY ORDINANCE SHALL NOT BE ACCEPTED FOR REVIEW.**

Project Name: \_\_\_\_\_

COF # \_\_\_\_\_ Staff: \_\_\_\_\_ Date: \_\_\_\_\_ FMPC Date: \_\_\_\_\_

Address all items not marked with an 'X'. See the Checkprint for additional comments. Return this checklist with the checkprint.

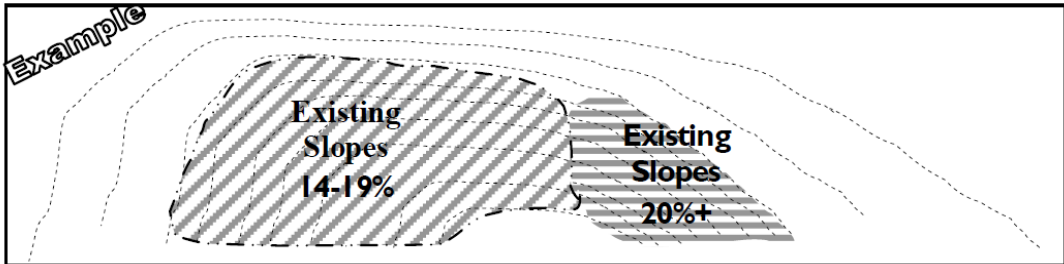
The following checklist depicts the submittal requirements for the PUD Development Plan process:

DEVELOPMENT PLAN CHECKLIST		
<p>*Submittals should include ten (10) paper copies of the listed items and one (1) electronic copy.</p> <p>**All plans are required to be sealed, signed and dated by professionals licensed in the state of Tennessee and in accordance with state law and City of Franklin requirements.</p>		
<b>A. Preliminary Information</b>		
1	Pre-application Conference Form	
2	FMPC / Administrative Project Application	
3	Comments from conceptual project workshop	
4	Notes from the neighborhood meeting	
5	Fee (nonrefundable) NO DEVELOPMENT PLAN WILL BE REVIEWED UNTIL THE FEE IS PAID	
6	Signed & notarized Owner Affidavit and Public Notice Affidavit	
7	<p>The applicant shall notify, by mail, property owners adjacent to the site:</p> <p>For property under two (2) acres, notification is required for property owners located within 100 feet of any proposed development requiring the submittal of a rezoning proposal. The notification shall be in accordance with section 2.3.8 of the <i>Zoning Ordinance</i>.</p> <p>For property two (2) or more acres, notification is required for property owners located within 500 feet of any proposed development requiring the submittal of a rezoning proposal. The notification shall be in accordance with section 2.3.8 of the <i>Zoning Ordinance</i>.</p>	
<b>B. General Information</b>		
8	The names and addresses of all individual parties, officers, directors and/or beneficial owners holding more than a five-percent interest in the project where the land owner is a partnership, corporation, or other business venture shall be identified.	
9	Names, addresses, telephone numbers, fax numbers, email addresses, and seals of all professionals participating in the development application process	
10	In-lieu fee requests (if applicable)	
11	Request of Modification of standards, if any.	
12	Cover sheet, required for all plan submittals, including the applicable information listed below and a sheet index for all sheets included in the submittal set.	
13	Date	
14	Site Location / Vicinity Map	
15	North Arrow and graphic scale	
16	Corporate limits (if within 1/2 mile of site)	
17	Tax map, group, and parcel number(s) of site	
18	Name of Proposed development (Subdivision Name, Plan Type, Section, Revision, Lot Number, [Common Name])	
19	City of Franklin Project number (to be assigned once initial submittal is made)	
20	Names and addresses of property owners within 500 feet of the property as shown on the most recent tax records, including the map, group and parcel numbers of adjacent properties, and boundary lines of adjacent properties shown with dashed lines.	
21	Phasing schedule, including expected commencement date by phase, anticipated rate of development, and estimated date of completion by phase. Development milestones such as dwelling units, nonresidential building square footage, or significant off-site improvements are appropriate substitutions for dates.	

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22	All plans sealed, signed and dated by Tennessee licensed professional(s)	
23	The applicant shall provide any additional information, as determined by the City Staff, that will be necessary to obtain an adequate review by the City staff and the FMPC.	
<b>C. Description and Justification</b>		
24	Written legal description of the site, commencing at a point on a public right-of-way, and referencing the appropriate tax map and parcel number(s)	
25	Description of how the proposed development complies with the objectives of the LUP, including the guiding principles, character area, special area, and design concepts	
26	Description of the design concepts (if any) and design standards (traditional or conventional) being proposed	
27	Written description or graphical depiction of transitional features (if applicable)	
28	Statement or graphical depiction of how the proposed development will relate and remain compatible with its surroundings	
<b>D. Statement of Impacts</b>		
29	Water utility district(s) and maximum capacity (in gallons per day) where site is located	
30	Statement describing the anticipated impact on water, sewer, re-purified (re-use) water, and drainage facilities, including expected needs in total gallons per day	
31	Statement describing the anticipated impact on streets shown in the Major Thoroughfare Plan, the Local Street Plan, or the Bike Pedestrian Plan	
32	Statement describing the anticipated impact on police, fire, solid waste, and public recreational facilities	
33	Static and residual pressures at nearest fire hydrant	
34	<p>The applicant shall submit a letter to the appropriate school district central office providing the school system with the following:</p> <ul style="list-style-type: none"> <li>• location of the proposed development;</li> <li>• the anticipated school-age population of the development.</li> </ul> <p>A copy of the letter sent to the school district shall be included with the application.</p>	
<b>E. Existing Conditions Plan</b>		
35	Existing topography showing vertical intervals at ten (10) feet, except that, in areas where existing slopes exceed ten (10) percent, contour intervals shall be twenty (20) feet.	
36	Geologic formations, including: rock outcrops, cliffs, karst topography. Existing physical features map, including geological formations or structures; watercourses; water bodies; marshes; existing streets and railroads; existing utility easements, and mineral rights shall be shown. Soils map, based upon data from the United States Soil Conservation Service, or other acceptable standards.	
37	<p>Natural or man-made slopes of 14% to 19.99%. Existing natural slopes ranging between fourteen (14) and nineteen (19) percent, and slopes twenty (20) percent or greater, shall be graphically indicated and labeled. Development on natural slopes of twenty (20) percent or greater is prohibited.</p> 	
38	Zoning, Zoning Overlays (including Character Area Overlay), and Development Standard Designations of site	

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39	Watercourses, water bodies, conveyances, and springs (perennial only)	
40	Acreage and square footage of the site to include total acreage of all uses, total acreage of each use and acreage of each section.	
41	Floodway Fringe Overlay (FFO) Zoning Boundary, Floodway (FW) Overlay Zoning Boundary, wetlands, and drainage basin where the site is located.	
42	Most-recent aerial photo (or comparable document) depicting existing tree canopy cover and percent of site under existing tree cover. Show existing vegetation with delineation of % of tree canopy cover.	
43	Parcel boundaries of all parcels adjacent to the site and within 500' of site shall be shown with United States Geological Survey contours.	
44	All base and overlay zoning districts including character areas within 500' of site	
45	Identify development area standards within 500' of site	
46	Names of all subdivisions and land owners owning lots adjacent to the site	
47	Existing land uses on the site and surrounding parcels within 500' of the site	
48	Planned development within 500' of the site (consisting of approved, but not yet complete development)	
49	Name, address, telephone, and e-mail address of land owner	
50	Names of all subdivisions and land owners owning lots adjacent to the site	
51	Planned road network (including street names if available) within 1,500' of site (as indicated on the Franklin Major Thoroughfare Plan). Street classification of each street within or adjacent to the development in accordance with intended use based on design, such as local, collector or arterial, which shall be shown within parentheses next to the existing and proposed street names, including total trip generation projected for the development	
52	Existing structures and buildings, including the exact locations, dimensions, dates of construction and architectural styles of historical structures and sites, original accesses to historical structures and sites, and proposed plans for all structures, buildings and sites.	
53	Location and description of all existing man-made structures and site features (including utilities) both above and below ground	
54	Railroad infrastructure and rights-of-way	
55	All easements (including drainage) with dimensions and designation as to type	
56	Mineral rights (if held by parties other than the owner of record)	
57	All historic properties within 500' of site	
<b>F. Development Plan</b>		
58	Length of project boundaries (including bearings and angles)	
59	Total acreage of the site	
60	Total proposed gross and net density of each section	
61	Number of residential units by use type	
62	Amount of nonresidential square footage by use type	
63	General location of buildings, parking and loading areas. For larger developments, typical lots may satisfy this requirement.	
64	Traffic/pedestrian circulation system	
65	Proposed connections to existing and proposed streets located outside the development	
66	Connectivity index score	
67	Location and acreage of major common open space areas, including minimum open space and buffers	
68	Transitional features (See Subsection 5.3.4 of the Zoning Ordinance.) and design elements along PUD perimeter proposed to maintain compatibility with surrounding development as required	
69	Proposed park land dedication, if required	
70	Generalized phasing plan or designation of development phases	
71	Statement of architectural intent and conceptual renderings or typical elevations	

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72	Square footage and range of height of all proposed buildings. Ranges are appropriate for larger developments.	
73	General location of refuse collection & service areas	
74	General location of existing and proposed utilities, including water and sewer lines, electrical transmission lines, stormwater management facilities, and ground-based utility vaults larger than ten square feet	
75	All fences and walls retaining walls, with estimated heights	
76	Stormwater management regulating plan	
77	Tree protection area(s) and location of all specimen trees and limits of development/disturbance	
78	General Lighting Plan	
79	Rough grading: Existing topography showing vertical intervals at ten (10) feet, except that in areas where existing slopes exceed ten (10) percent, contour intervals shall be twenty (20) feet. Also, proposed grading showing vertical intervals at ten (10) feet, except that in areas where slopes exceed ten (10) percent, contour intervals shall be twenty (20) feet.	
<b>G. Resubmittal</b>		
80	<p>Resubmittal: With resubmittal/second submittal to the City for DRT/FMPC review, 10 paper copies of the plan shall be submitted to the Planning Department (109 3<sup>rd</sup> Ave South, Suite 133, Franklin TN, 37064) and an electronic copy of the plan shall be uploaded to the City of Franklin Online Electronic Plan Review site:  <a href="http://franklin.contractorsplanroom.com/secure/">HTTP://FRANKLIN.CONTRACTORSPLANROOM.COM/SECURE/</a>.</p> <p><b>Failure to submit the paper copies &amp; to upload the PDF copy of the plan by 5pm on the Resubmittal Date of the Franklin Municipal Planning Commission / Administrative Meetings and Deadline Schedule shall result in this item not being placed on the Administrative or FMPC Agenda.</b></p>	

## SITE DATA CHART

PROJECT NAME:  
PROJECT #:  
SUBDIVISION:  
LOT NUMBER:  
ADDRESS:  
CITY:  
COUNTY:  
STATE:  
CIVIL DISTRICT:

EXISTING ZONING AND CHARACTER AREA OVERLAY:  
OTHER APPLICABLE OVERLAYS:  
APPLICABLE DEVELOPMENT STANDARD:  
ACREAGE OF SITE:  
SQUARE FOOTAGE OF SITE:  
MINIMUM REQUIRED SETBACK LINES:  
Yard fronting on any street:  
Side yard:  
Rear yard:

OWNER:  
Address:  
Phone No.:  
Fax No.:  
E-mail address:  
Contact Name:

APPLICANT:  
Address:  
Phone No.:  
Fax No.:  
E-mail address:  
Contact Name:

BUILDING SQUARE FOOTAGE:  
BUILDING HEIGHT:  
LANDSCAPE SURFACE RATIO:  
MINIMUM LANDSCAPE SURFACE RATIO:  
INCOMPATIBLE-USE BUFFER REQUIRED:  
MINIMUM PARKING REQUIREMENT:  
MAXIMUM PARKING LIMIT:  
PARKING PROVIDED:  
RESIDENTIAL DENSITY:  
TREE CANOPY:  
PARKLAND:  
OPEN SPACE: